



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS  
AGRICULTURAL RESEARCH SERVICE  
[www.ars.usda.gov](http://www.ars.usda.gov)

*"Solving Problems for the Growing World"*

**VACANCY ANNOUNCEMENT**

**Announcement Number:** ARS-X5E-0341  
Demo/Alternative Merit  
Promotion

**Position Title/Series/Grade:**  
Maintenance Worker  
WG-4749-07

**Promotion Potential:** WG-7

**Employment Type:** Full-time - Permanent

**Grade and Salary Range:**  
WG-07 \$17.74 - \$20.70 Per Hour

**Location of Position:**  
Research Facilities Services, External Services Branch,  
U.S. National Arboretum Team, Washington, D.C.

**Who Can Apply** (You **must** include a statement in your application that you are a U.S. citizen to be considered for this position): All U.S. Citizens

**Opening Date:** September 6, 2005

**Closing Date:** Open Until Filled (First cut-off date will be September 26<sup>th</sup>, with subsequent cut-off dates every three weeks)

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

**Contact Information**

**Human Resources Specialist:**  
Susan Mooring  
(301) 504-1360

**DC Relay Service:** (202) 855-1234 (TDD)

**Send Applications to:**  
USDA, Agricultural Research Service  
Human Resources Division  
Attn: Susan Mooring  
5601 Sunnyside Avenue, Stop 5104  
Beltsville, MD 20705-5104  
**Fax:** (301) 504-1535  
**E-mail:** [scirecruit@ars.usda.gov](mailto:scirecruit@ars.usda.gov)

Applications must be received, e-mailed or faxed by the cut-off date of the announcement, to be considered within that cut-off period. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

For information about the duty location, visit the location's website at [www.usna.usda.gov](http://www.usna.usda.gov).

**Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.**

**Major Duties:**

You will be responsible for work related to the safekeeping, maintenance, and operation of all station buildings and grounds, brickyard compost facility, and equipment at the U.S. National Arboretum. Facilities include greenhouses, offices, storage buildings, laboratories, several service buildings, residences, two large and several smaller heating plants, and other general facilities. Specific duties include, but are not limited to, assisting in the operation of various air conditioning and pressure steam (15 lbs.) boilers; performing electrical work, such as replacing or repairing defective switches, loose connections, damaged light fixtures, and similar work; performing minor carpentry work, such as constructing benches, bins, roof decking, screen doors, and doing general repairs; applying paints and other coating materials to wood, metal, glass, concrete, etc.; performing general plumbing work, such as cleaning, replacing, and sealing defective parts of supply and disposal systems, locating and repairing leaky drains and pipes, and other general repairs; loading, turning, monitoring, and otherwise maintaining the green waste compost pile using such equipment as a Vemeer wood chipper, leaf-vacuum truck, dump truck, bobcat skid loader, and long-stem thermometer; maintaining stocks of supplies, including lumber, glass, paint, cement, safety equipment, pipe, oil, and miscellaneous construction supplies; and providing preventive maintenance and general repairs for various vehicles and other equipment. In addition, you will also remove snow and ice from the grounds during inclement weather and serve as back-up tram operator as required.

**Working Conditions and Other Considerations:****HOURS OF WORK**

In general this position is scheduled to work Monday through Friday on a day-time schedule. However, you may be required to work a non-standard tour of duty and/or alternative work schedules because of extended coverage needed for certain conditions, such as mission requirements, contractor support, scheduled outages, etc. You may also be subject to call back situations or to working weekends, evenings, holidays, or after hours when necessary during emergencies, critical periods, or during times the government is closed due to inclement weather.

**CERTIFICATIONS AND/OR LICENSES**

1. You may be required to obtain and maintain a State boiler operator's certificate.
2. You must be able to obtain (within 60 days of your appointment) and maintain a State Commercial Driver's License (CDL), Class B or higher.
3. You must be able to obtain (within 120 days of your appointment) and maintain EPA Universal Certification for Refrigerant Recovery and Recycling.

**WORKING CONDITIONS**

Work is performed in offices, greenhouses, laboratories, growth chambers, cold rooms, and under field conditions, generally in ambient weather conditions. So you will be subject to high heat and humidity and temperatures (up to 100 degrees Fahrenheit in greenhouses) during the summer, and cold and/or wet conditions at other times of the year. The work will also subject you to burns, electrical shocks, cuts and bruises, and temperature changes.

**PHYSICAL/ENVIRONMENTAL CONDITIONS**

The work requires some strenuous activities, including lifting and carrying materials and equipment, climbing, stooping, bending, and similar activities. A PRE-EMPLOYMENT PHYSICAL EXAMINATION IS REQUIRED FOR ALL APPOINTEES WHO ARE NEW TO THE AGENCY PRIOR TO APPOINTMENT.

**Qualifications Required:** Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

**Basic Requirements**

1. ABILITY TO PERFORM THE WORK OF A MAINTENANCE WORKER IN THE AIR CONDITIONING AND BOILER OPERATION, ELECTRICIAN, LABORER, PAINTING, PLUMBING, CARPENTRY, MOTOR VEHICLE OPERATION, AND MOBILE EQUIPMENT MAINTENANCE AND RELATED TRADES WITHOUT MORE THAN NORMAL SUPERVISION. (This is the screen-out element. Applicants who are not rated satisfactory on the screen-out element will not be rated on the remaining elements.)

2. Knowledge of equipment assembly, installation, repair, etc. for the trades work covered in this position (cited above in #1).

3. Ability to perform the technical practices (including the theoretical, precise, and artistic practices) of the trades work covered in this position (cited above in #1).

4. Ability to interpret instructions, specifications, etc. (includes blue print reading).

5. Ability to use and maintain tools, measuring instruments, and equipment typical of the trades work covered in this position (cited above in #1).

6. Knowledge of materials used in the trades work covered in this position (cited in #1 above).

**Additional Requirements:**

**PHYSICAL REQUIREMENT**

You must be able to lift and carry 50 pounds.

**SUPPLEMENTAL QUESTIONNAIRE**

Applicants are required to complete the attached supplemental questionnaire. Applicants who fail to complete and submit the questionnaire will not receive further consideration for the position.

## SUPPLEMENTAL QUESTIONNAIRE

Maintenance Worker, WG-4749-07

ARS-X5E-0341

NAME: \_\_\_\_\_

**1. ABILITY TO PERFORM THE WORK OF A MAINTENANCE WORKER IN THE AIR CONDITIONING AND BOILER OPERATION, ELECTRICIAN, LABORER, PAINTING, PLUMBING, CARPENTRY, MOTOR VEHICLE OPERATION, AND MOBILE EQUIPMENT MAINTENANCE AND RELATED TRADES WITHOUT MORE THAN NORMAL SUPERVISION.** (The following questions will measure your overall skill level with respect to the trades in the work of this position.)

*Please use the following statements to assess your skill level in each of the trades that follow. Write the number of the following statement that BEST describes your skill level with respect to the each trade.*

- 1 – I have no training or experience in this trade.
- 2 – I have had some training or education directly related to this trade.
- 3 – I have a diploma from a technical program or comparable credential and/or have performed some of the routine work of this trade under close supervision as a helper or assistant.
- 4 – I am a skilled worker in this trade able to do most of the routine types of work generally without technical guidance or assistance.
- 5 – I have a journeyman skill level in this trade and am able to perform independently a full range of technical tasks related to installation, maintenance, repair, and troubleshooting in this trade.

- 1a. \_\_\_ Air conditioning operation
- 1b. \_\_\_ Steam boiler operation
- 1c. \_\_\_ Electrical work
- 1d. \_\_\_ Carpentry
- 1e. \_\_\_ Painting
- 1f. \_\_\_ Plumbing
- 1g. \_\_\_ Laborer work
- 1h. \_\_\_ Motor vehicle operation (vehicles requiring a Commercial Driver's License or CDL)
- 1i. \_\_\_ Motor vehicle operation (tractors, bobcat skid loaders, or other similar vehicles)
- 1j. \_\_\_ Routine maintenance and repair for motor vehicles
- 1k. \_\_\_ Routine maintenance and repair for small engine equipment (such as lawn mowers, weed trimmers, etc.)

- 1l. Do you have a Commercial Driver's License (CDL)? \_\_\_ Yes \_\_\_ No  
If yes, please attach a photocopy of the license and check any of the following endorsements you may also have:
- \_\_\_ Air brakes
  - \_\_\_ Double or triple trailers
  - \_\_\_ Passenger
  - \_\_\_ Tanker vehicles
  - \_\_\_ Hazardous materials
  - \_\_\_ Tanker vehicles that carry hazardous materials

If you do not currently have a CDL, class B or higher, do you currently have a CDL learner's permit? \_\_\_ Yes \_\_\_ No (If yes, please attach a copy.)

If you do not currently have either a CDL or a CDL learner's permit, do you have a current, valid state-issued driver's license?    ☐ Yes        ☐ No (If no, are you currently in training or otherwise preparing to take the CDL examination?

☐ Yes (When do you anticipate taking the examination and in which state?)        ☐ No

If you do not have a Commercial Driver's License, do you have a valid driver's license from any state or the District of Columbia?    ☐ Yes    ☐ No

1m. Do you already possess EPA Universal Certification for Refrigerants and Recycling?

☐ Yes    ☐ No

1n. Do you already possess a State boiler operator's certificate?    ☐ Yes    ☐ No

**2. Knowledge of equipment assembly, installation, repair, etc. for the trades work covered in this position (cited above in #1).**

*For each type of equipment or other trade activity listed below, check all activities in which you have experience.*

**2a. AIR CONDITIONER EQUIPMENT**

Large capacity chillers or compressors:

☐ Operated    ☐ Installed    ☐ Maintained    ☐ Repaired

Pumps:

☐ Operated    ☐ Installed    ☐ Maintained    ☐ Repaired

Air Handlers:

☐ Operated    ☐ Installed    ☐ Maintained    ☐ Repaired

Cooling Towers:

☐ Operated    ☐ Installed    ☐ Maintained    ☐ Repaired

Fans:

☐ Operated    ☐ Installed    ☐ Maintained    ☐ Repaired

Pneumatic Controls:

☐ Operated    ☐ Installed    ☐ Maintained    ☐ Repaired

Direct Digital Controls:

☐ Operated    ☐ Installed    ☐ Maintained    ☐ Repaired

Other air conditioning equipment you have worked on (Please describe the equipment and type of work experience):

**2b. BOILER EQUIPMENT**

Oil-fired heating boilers (Steam, 15 pounds pressure):

☐ Operated ☐ Installed ☐ Maintained ☐ Repaired

Water Conditioning Equipment:

☐ Operated ☐ Installed ☐ Maintained ☐ Repaired

Fuel handling and distribution equipment:

☐ Operated ☐ Installed ☐ Maintained ☐ Repaired

Pumps:

☐ Operated ☐ Installed ☐ Maintained ☐ Repaired

Valves:

☐ Operated ☐ Installed ☐ Maintained ☐ Repaired

Other boiler equipment you have worked on (Please describe the equipment and type of work experience):

## **2c. ELECTRICAL EQUIPMENT**

Switches:

☐ Assembled ☐ Installed ☐ Repaired

Outlets:

☐ Assembled ☐ Installed ☐ Repaired

Wiring:

☐ Assembled ☐ Installed ☐ Repaired

Connections and Fittings:

☐ Assembled ☐ Installed ☐ Repaired

Thermostats:

☐ Assembled ☐ Installed ☐ Repaired

Fluorescent and other indoor light fixtures:

☐ Assembled ☐ Installed ☐ Repaired

Outdoor lighting:

☐ Assembled ☐ Installed ☐ Repaired

Other electrical equipment you have worked on (Please describe the equipment and type of work experience):

## **2e. CARPENTRY**

Outdoor structures (such as arbors, fences, gates, bins, etc.)

☐ Assembled ☐ Constructed ☐ Installed ☐ Repaired

Benches

☐ Assembled    ☐ Constructed    ☐ Installed    ☐ Repaired

#### Decks

☐ Assembled    ☐ Constructed    ☐ Installed    ☐ Repaired

#### Outdoor buildings (such as sheds or other storage facilities, no plumbing or wiring)

☐ Assembled    ☐ Constructed    ☐ Installed    ☐ Repaired

#### Greenhouses

☐ Assembled    ☐ Constructed    ☐ Installed    ☐ Repaired

Other types of carpentry or woodworking projects you have worked on (Please describe the equipment and type of work experience):

### **3. Ability to perform the technical practices (including the theoretical, precise, and artistic practices of the trades work covered in this position (as cited in element #1 above).**

*For each of the tasks associated with the specified trades below, please write the number of only one of the following statements below that best represents your skill level.*

1 – I have no training or experience in this type of task.

2 – I have training but not on-the-job experience in this type of task.

3 – I have performed this type of task under close supervision as a helper or assistant; or I have completed a te.

4 – I am skilled in performing this task and can do this with little or no technical guidance.

5 – I have a journeyman-level of skill in performing this task and can do it with no technical guidance, and/or I have instructed others in doing this type of task.

#### **3a. AIR CONDITIONING OPERATIONS**

☐ Start, stop and regulate large, commercial air handling equipment from centralized or decentralized switches in fan or equipment rooms.

☐ Start, stop and regulate air conditioning compressors, cooling towers, and related equipment.

☐ Adjust valves and reset temperature and humidity controls as required.

☐ Perform basic repairs, such as replacing valve plates, broken flares, copper tubing, repacking glands, adjusting valves, lubricating compressors, fans and shafts, and other moving parts, etc.

☐ Log various readings, such as water condition tests, dry and wet bulb temperatures, chiller oil level and pressure, volt and ampere readings, water temperature entering and leaving condensers, and other readings.

☐ Test water in cooling towers and add chemicals as necessary.

☐ Other tasks you have performed. (Please feel free to write in other types of experiences you have had with respect to air conditioning operations.)

Do you have EPA Universal Certification for Refrigerant Recovery and Recycling.

☐ Yes    ☐ No    (If yes, please attach a copy to your application.)

#### **3b. BOILER OPERATIONS**

☐ Start and adjust oil-fired heating boilers (15 pounds).

☐ Monitor water pressure, fuel feed, pressure, and other gauges related to efficient operation.

- \_\_\_ Regulate fuel feed and water levels and maintain steam pressure and temperature.
- \_\_\_ Check flame color and shape and make adjustments to ensure proper combustion.
- \_\_\_ Perform standard chemical tests on boiler and feed water.
- \_\_\_ Treat waste water prior to discharge.
- \_\_\_ Make periodic checks of boiler equipment, such as meters, shafts, bearings, motors, pumps and other equipment to ensure proper operation.
- \_\_\_ Perform routine preventive maintenance on boilers, such as oiling moving parts and cleaning parts, such as grates, fuel tips, air filters, oil strainers, etc.
- \_\_\_ Other tasks you have performed. (Please feel free to write in other types of experiences you have had with respect to boiler operations.)

Do you have a state-issued boiler operator's certificate?    \_\_\_ Yes    \_\_\_ No  
(If yes, please attach a copy to your application.)

### **3c. ELECTRICAL WORK**

- \_\_\_ Repair or replace simple parts, such as defective switches, outlets, wiring, circuit breakers, etc.
- \_\_\_ Replace damaged light fixtures.
- \_\_\_ Locate circuits or other electrical equipment from wiring diagrams or other schematics.
- \_\_\_ Test circuits after repairs to ensure proper operation.
- \_\_\_ Other tasks you have performed. (Please feel free to write in other types of experiences you have had with respect to electrical work.)

### **3d. CARPENTRY**

- \_\_\_ Measure and cut wood or wood-substitutes where high levels of precision are not a factor.
- \_\_\_ Construct, install, and/or repair items, such as benches, frame structures, screen doors, bins, decking, partitions, shelving, and/or other similar items.
- \_\_\_ Use basic shop mathematics to plan, measure and lay out materials according to specifications.
- \_\_\_ Other tasks you have performed. (Please feel free to write in other types of experiences you have had with respect to carpentry.)

### **3e. PAINTING**

- \_\_\_ Prepare surfaces, such as walls, metal, and/or wood for standard painting techniques using techniques such as sanding, wire brushing, spackling, patching, etc..
- \_\_\_ Mixes various painting materials, such as paints (oil and latex), varnishes, shellacs, etc. according to instructions and material to which it will be applied.
- \_\_\_ Applies coatings using various standard tools, such as brushes, rollers, spray guns, and other related techniques or methods.
- \_\_\_ Ensure final product meets coating finish needs for protection of the surface and is free from drips and runs.
- \_\_\_ Other tasks you have performed. (Please feel free to write in other types of experiences you have had with respect to painting.)

### **3f. PLUMBING**

- \_\_\_ Measure, cut, bend, and thread pipe and tile.

- \_\_\_ Caulk and seal such things as elbows, union joints, tile pipe, faucets and other related equipment.
- \_\_\_ Remove, clean, repair and/or replace such things as traps, faucets, and unions.
- \_\_\_ Hook up equipment such as water heaters to installed equipment.
- \_\_\_ Replace sections of pipe.
- \_\_\_ Locate and repair leaks in pipes, both indoors and outdoors.
- \_\_\_ Other tasks you have performed. (Please feel free to write in other types of experiences you have had with respect to plumbing.)

### **3g. MOTOR VEHICLE OPERATION AND ROUTINE MAINTENANCE**

*Check all of the following types of vehicles you have driven. Check all that apply. Please note next to the type of vehicle any certifications you may have for driving any of them.*

- \_\_\_ Vehicles with standard transmissions
- \_\_\_ Vehicles with towed equipment, such as trailers, wood chippers, etc.
- \_\_\_ Tractors
- \_\_\_ Leaf-Vacuum Truck
- \_\_\_ Forklift
- \_\_\_ Bobcat Skid Loader
- \_\_\_ Dump truck (more than 26,000 pounds)
- \_\_\_ Passenger vehicles designed to carry more than 16 passengers

*Check all of the following types of mobile equipment servicing experiences you can perform with little or no technical guidance. Check all that apply.*

- \_\_\_ Checking oil, transmission, brake, and other fluid levels
- \_\_\_ Replacing, changing, or adding oil, transmission, and brake fluids, lubricants, cooling system agents, and hydraulic compounds.
- \_\_\_ Replace oil and air filters
- \_\_\_ Lubricate moving parts of motors and other mobile equipment components and parts
- \_\_\_ Change or replace parts, such as bulbs, head lamps, batteries, and windshield wipers
- \_\_\_ Change or replace vehicle parts or components, such as mufflers, exhaust pipes, or filters on hydraulic systems
- \_\_\_ Keeping maintenance log records of services performed and their cost
- \_\_\_ Keeping records of inspections performed and condition of vehicles and equipment
- \_\_\_ Replacing or repairing tires
- \_\_\_ Other types of experiences you have with respect to servicing mobile equipment. (Please feel free to write in other types of experiences you have had with respect to servicing mobile equipment.)

*Please check all of the following types of vehicles for which you can perform routine maintenance and inspection tasks such as those listed above. Check all that apply.*

- \_\_\_ automobile
- \_\_\_ pick-up truck
- \_\_\_ dump truck
- \_\_\_ fork lift
- \_\_\_ tractor
- \_\_\_ bus or tram
- \_\_\_ Other types of vehicles (Please list.):

Do you have a Commercial Driver's License (CDL)? \_\_\_ Yes \_\_\_ No

If yes, please attach a photocopy of the license and check any of the following endorsements you may also have:

- \_\_\_ Air brakes

- ☐ Double or triple trailers
- ☐ Passenger
- ☐ Tanker vehicles
- ☐ Hazardous materials
- ☐ Tanker vehicles that carry hazardous materials

If no, are you currently in training or otherwise preparing to take the CDL examination?

☐ Yes (When do you anticipate taking the examination and in which state?) ☐ No

If you DO NOT have a Commercial Driver's License, do you have a valid driver's license from any state or the District of Columbia? ☐ Yes ☐ No

#### **4. Ability to interpret instructions, specifications, etc. (includes blue print reading).**

*Please write the number of the skill level below in the blank provided for each type of instruction or specification that best describes your ability to use and interpret it.*

- 1 – I have no training or experience in using or interpreting this type of instruction or specification.
- 2 – I have had recent training (within last 1-2 years) on how to use and/or interpret this type of instruction or specification.
- 3 – I have experience in using and interpreting this type of instruction or specification, but not within the last 1-2 years and/or not on a regular basis.
- 4 – I have recent (within the last 1-2 years) and regular experience in using and interpreting this type of instruction or specification.
- 5 – I prepare this type of instruction or specification for others and/or instruct others in its use and interpretation.

- ☐ Oral instructions
- ☐ Written work orders or tickets
- ☐ Manufacturer's guides/specifications/technical manuals
- ☐ Standard operating procedures (SOPs)
- ☐ Blueprints (to locate equipment within large buildings or complexes)
- ☐ Electrical schematics and diagrams
- ☐ Assembly instructions and diagrams for equipment, furniture, or other items
- ☐ Dimensional requirements and specifications (such as for carpentry or plumbing work)
- ☐ Safety instructions
- ☐ Administrative policies and guidelines

#### **5. Ability to use and maintain tools, measuring instruments, and equipment typical of the trades work covered in this position.**

*Please write the number of the skill level below in the blank provided for each of the tool types below that best describes your ability and experience in using and maintaining that type of tool.*

- 1 – I have no training or experience in the use of this type of tool.
- 2 – I have recent training (within the last 1-2 years) in the use of this type of tool, but no experience.
- 3 – I have experience using and maintaining this type of tool under close supervision, such as in a helper or assistant role.
- 4 – I have recent (within the last 1-2 years) experience that allows me to select, use, and maintain this type of tool without technical assistance.
- 5 – I use (or have used within the last 1-2 years) this type of tool on a regular (daily or weekly) basis.

- ☐ Common hand tools (such as hammer, screwdrivers, wrenches, pliers, saws, etc.)
- ☐ Common power tools (such as drills, saws, nailing guns, sanders, routers, etc.)

- \_\_\_ Basic electrical test equipment (such as meggers, ohm meters, volt meters, test lamps, etc.)
- \_\_\_ Basic manual painting tools (various types of brushes, rollers, sanders, etc.)
- \_\_\_ Painting spray guns or similar equipment
- \_\_\_ Pipe wrenches
- \_\_\_ Power pipe threaders and cutters
- \_\_\_ Packing and caulking irons
- \_\_\_ Soldering equipment
- \_\_\_ Measuring tools (such as tapes, rules, levels, thermometers, gauges, etc.)
- \_\_\_ Other types of tools you have used (Please describe the tool and the type of work in which you have used it.):

## 6. Knowledge of materials used in the trades work covered in this position.

*Please write the number of the level below in the blank provided for each type of material below that best describes you're your knowledge or experience with the given type of material.*

- 1 – I have no training or experience in the safe and proper use of this material.
- 2 – I have recent training (within the last 1-2 years) in the safe and proper use, application, or storage of this material.
- 3 – I have experience selecting, using, storing, and/or applying this type of material under close supervision, such as in a helper or assistant role.
- 4 – I have had experience that allows me to select, use, store, and/or apply this type of material independently, but it was not recent (within the last 1-2 years) and/or regular (daily or weekly use).
- 5 – I have recent experience in the selection, use, storage, and application of this type of material and use(d) it independently on a regular (daily or weekly) basis; and/or instruct(ed) others in the proper use, storage, and application of this type of material.

- \_\_\_ various types of pipe (copper, PVC, iron, tile, etc.)
  - \_\_\_ plumber's sealants (caulk, tape, etc.)
  - \_\_\_ refrigerants (used in air conditioners)
  - \_\_\_ chemical additives for water quality purposes in air conditioners and/or boilers
  - \_\_\_ oil fuel used in boilers
  - \_\_\_ oil paints
  - \_\_\_ latex paints
  - \_\_\_ shellac, varnishes, or other similar coating materials
  - \_\_\_ Various types of wood for carpentry projects
  - \_\_\_ various types of fasteners (such as nails, screws, staples, etc.)
  - \_\_\_ various types of glues or other bonding agents used in construction
  - \_\_\_ various gauges of wire and types of conduit used in electrical or related work
  - \_\_\_ various fuels used in mobile equipment (gasoline, diesel fuel, mixtures for 2- or 4-stroke engines, etc.)
  - \_\_\_ lubricants (for motors, fittings, etc.)
  - \_\_\_ vehicle fluids (such as oil, transmission fluid, brake fluid, etc.)
- Other types of materials related to the trades covered by this position with which you have experience. Please describe.

Are you a U.S. citizen? \_\_\_ Yes      \_\_\_\_\_ No

I certify to the best of my knowledge and believe, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

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Signature

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Date

## **Other Important Information**

### **Benefits Package:**

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at [www.usajobs.opm.gov/ei61.htm](http://www.usajobs.opm.gov/ei61.htm).

### **Veteran's Preference:**

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veteran's Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

### **Relocation Expenses:**

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10>. See also [http://www.afm.ars.usda.gov/hrd/staffing\\_recruit/reloweb.htm](http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm).

### **Financial Disclosure Requirement:**

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

### **False statements:**

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

### **Optional Form 306, (Declaration for Federal Employment):**

If you are selected for this position, you will be required to complete this form before an offer may be made.

### **USDA Surplus/Federal Displaced Employees:**

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

### **Selective Service System:**

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

**Reasonable Accommodation:**

Reasonable accommodation may be provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

**Civil Rights Policy Statement:**

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).**

## Application Package Checklist

**If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.**

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

**The following information is required of all applicants:**

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veteran's preference) (Visit the following web site for additional information:  
<http://www.opm.gov/employ/veterans/html/vetguide.asp>)
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veteran's preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
  - \_\_\_ Job title
  - \_\_\_ Series/grade (if Federal employment)
  - \_\_\_ Duties and accomplishments
  - \_\_\_ Employer's name and address
  - \_\_\_ Supervisor's name and contact information
  - \_\_\_ Starting and ending dates of employment (at least month & year)
  - \_\_\_ Number of hours worked per week
  - \_\_\_ Salary
  - \_\_\_ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
  - \_\_\_ Certificates/licenses (current)
  - \_\_\_ Honors, awards, and special accomplishments
  - \_\_\_ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading

“Other Education” for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, “Category”.)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under “Other Important Information” below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)
- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html> ).

**If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.**